



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**
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WILLIAM W. BLEVINS
CLERK OF COURT

CAROL L. MICHEL
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: ADMINISTRATIVE LAW CLERK TO CHIEF U.S. DISTRICT JUDGE

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 19-DSC-12

TERM OF POSITION: TERM POSITION WITH NOT TO EXCEED DURATION OF FOUR YEARS

OPENING DATE: MONDAY, APRIL 15, 2019

CLOSING DATE: OPEN UNTIL FILLED

JOB CLASSIFICATION/GRADE: JSP-12 / JSP-13

SALARY RANGE: \$74,596 (JSP-12) TO \$88,740 (JSP-13)
(DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the temporary full-time Administrative Law Clerk. The Administrative Law Clerk will work under the direction of the Chief Judge and is responsible for performing a variety of administrative duties. Duties are approximately 75% traditional law clerk duties (legal research and writing), 25% clerical and administrative. Start date: TBD

REPRESENTATIVE DUTIES:

The individual selected for this position will be required to perform a combination of law clerk and administrative duties for the judge. These duties include:

- Conducting legal research and drafting bench memoranda and assisting the judge in drafting orders and reasons, minute entries, jury instructions and verdict forms, and preparing proposed criminal orders, arraignment and sentencing materials for the judge;
- Reviewing and preparing recommendations relating to contested and ex parte motions; reviewing reports and recommendations of U.S. Magistrate Judges relating to Social Security appeals, habeas corpus cases, prisoner civil rights cases, and other referred matters, appeals from Magistrate Judges and administrative law judge rulings, and

drafting related bench memoranda for the judge and assisting the judge in drafting opinions;

- Researching federal habeas corpus and post-conviction collateral challenges and motions for reduction of sentence and drafting related bench memoranda for the judge; reviewing case files in assisting the judge in preparing for court proceedings;
- Reviewing motions filed under the Supplemental Rules for Admiralty or Maritime Claims and Asset Forfeiture Actions for the judge; coordinating with Clerk's Office personnel, including case managers/courtroom deputies and docket clerks, regarding trial, hearing, motion, and conference scheduling on behalf of the judge;
- Fielding telephone calls and responding to emails from counsel, probation officers, litigants, chambers' staff, Clerk's Office personnel, and the public, for the judge;
- Training, reviewing, and monitoring the work of term law clerks; insure that the work product meets standard acceptable to the judge and consistent with the judge's expectations regarding accuracy, thoroughness, and is consistent with the rule of law;
- Maintaining the chambers filing system for cases, presentence reports and other materials, and court dockets; managing the judge's calendar;
- Preparing materials for en banc and other court related meetings; coordinate judge's schedule with other judges for court meetings, special events, and other functions;
- Coordinating court staff events and organize bench/bar activities;
- Initiating and monitoring inter and intra court communications;
- Preparing travel vouchers and making travel arrangements for the judge;
- Completing required court and statistical reports;
- Maintaining office supplies and equipment;
- Composing and preparing correspondence and other similar tasks as required by the judge;
- Screening cases for potential conflict and maintaining a recusal list;
- Maintaining the chambers law library;
- Assisting judge with assigning projects to externs and preparing their evaluations;
- And performing other law clerk and administrative duties as required by the judge.

QUALIFICATIONS

To qualify for the position of Administrative Law Clerk, a person must be a graduate of an American Bar Association or Association of American accredited law school, and have demonstrated **at least one** of the following accomplishments or proficiencies:

- a. Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools **or**;
- b. Experience on the editorial board of a law review of such a school **or**;

- c. Graduation from such a school with an LLM degree

The successful candidate must also be able to travel with the judge when the judge sits by designation outside the district and to participate in various training opportunities and conferences.

Legal Work Experience

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable JSP grade levels. Please note that appointment to JSP-12 or JSP-13 requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
12	1	Yes
13	2	Yes

PREFERRED SKILLS

- Prior judicial clerkship preferred;
- Superior proofreading, source and cite-checking skills;
- Superior writing and Westlaw or LEXIS online legal research skills;
- Strong analytical ability;
- Excellent verbal, written, and interpersonal communication skills;
- Good judgement, initiative, and ability to work independently; and to prioritize and manage multiple tasks with interruptions;
- Meticulous attention to detail;
- Ability to work cooperatively and harmoniously with the judge, other law clerks, Clerk's Office personnel, other court employees, counsel, and the public;
- High degree of professionalism and discretion in interactions with the judge, counsel, litigants, and the general public;
- Exceptional work ethic.

BENEFITS:

Employees of the United States District Court are at will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States.

Qualified applicants should submit a complete applicant's packet which includes: a letter of interest, a current/detailed resume, three references, writing sample (10 to 25 pages), undergraduate and law school transcripts, AND a completed Application for Judicial Branch Federal Employment (Form AO-78), this must be submitted as one pdf document by email to HRAdmin@laed.uscourts.gov. You must reference the vacancy announcement number in your letter of interest. Packets not received as **one complete pdf**, or that direct the court to an external file server, such as Google Docs will not be considered.

DISCLOSURES:

Due to the volume of applications received, the Court may communicate only with those selected for an interview. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Travel and relocation expenses will not be paid.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer